Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140027-3

Classification

5

REPORTS INVENTORY

CONTROL NO. DDS/OTR/SUS-5

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Reports Inventory Report

2. TYPE OF REPORT: [x] STATISTICAL; [x] NARRATIVE; [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL; [x] TRAINING; [ ] ADMIN. GENERAL; [ ] LOGISTICS; [ ] SECURITY; [ ] OTHER (specify); [ ] MEDICAL; [ ] FINANCE

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Not established.

6. DISTRIBUTION (No. of components not number of copies): OTR Reports Inventory Office

7. FORMAT (memorandum, form computer print-out, etc): Form 142

8. ADP PROCESSING: [ ] YES; [x] NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Memo - OTR Reports Inventory dtd. 18 Sept. 70

10. PREPARING COMPONENT (include lowest level contributing information to report)

C/SUS
(DC/SUS-MT)
(DC/SUS-AT/CTF)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

2 (MT and AT)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15 (2)	12.80		10		128.00		1		128.00